

Records Retrievals and Searches for the United States Bankruptcy Court, District of Kansas

Bankruptcy case files and records from the United States Bankruptcy Court for the District of Kansas which are closed and archived may be accessed through the National Archives and Records Administration (NARA). Closed business and personal bankruptcy case files are available for inspection and review at NARA's Central Plains regional office in Kansas City, Missouri, by appointment. Please call (816) 268-8000 weekdays, except Federal holidays, between 8:00 a.m. and 4:00 p.m., or you may email NARA, at kansascity.reference@nara.gov to schedule an appointment.

Copies of personal bankruptcy case files only are available by mail or fax, once you have obtained the required accession and locator codes.

Step 1 Obtain "accession" and "locator" codes for the specific case you wish to access.

At <http://www.ksb.uscourts.gov/FRCquery.pdf> you will find a list of all closed and archived cases of the District of Kansas which are resident at and accessible through NARA. The list is **searchable** by debtor name if you do not know the case number initially.

- a) **Open FRCquery.pdf**
- b) **Ctrl+F** to "find" the name
You can also use **Edit > Find** from the Adobe, which allows you to select **Find Again, Match Whole Word Only, Match Case (upper/lower), and Find Backwards**

If you are unable to locate the case number, you will need to call one of the divisional offices for assistance [Wichita: 316-269-6486; Kansas City 913-551-6732; Topeka 785-295-2750 weekdays between the hours of 9:30 a.m. and 3:30 p.m. only]

Step 2 Understanding the "accession" and "locator" codes for your case from FRCquery.pdf

- a) **Case No** First two digits are the year of case filing. Third digit identifies the divisional office in which the case was filed:
 - "1" and "5" e.g. 80-10379, 80-5123 were filed in Wichita KS
 - "2" and "6" e.g. 80-20193, 80-6123 were filed in Kansas City KS
 - "4" and "7" e.g. 80-40155, 80-7123 were filed in Topeka KS
 - "8" e.g. 89-8123 were filed in Topeka KS
- b) **City** Also identifies the divisional office where the case was filed
- c) **Short Name** Identifies the name of the debtor(s) in the case
 - "1" First debtor
 - "2" Second debtor (if more than one)

- d) **Accession, Location and Box** columns are storage data issued by NARA. All of these codes must be included on your Request Form (see two-page form attached).

Step 3 Completing the fillable NARA Requests for Bankruptcy by Mail or Fax form
[<http://www.ksb.uscourts.gov/FRCRequest.pdf>]

- a) **Accession Number** First 9 digits required
- Early Topeka shipments (e.g. 021910029) added what appears to be the box number (e.g. 130 or 79) and those extra digits can be disregarded.
- b) **NARA Location Number** e.g., R11,U3,S15-5
Row: (e.g., 11)
Unit: (e.g., 3)
Shelf/Position: (e.g. 15-5)
- c) **Agency Box Number** e.g., 20-27/136 (e.g., boxes 20 through 27 of 136)
- d) **Case File Number:** e.g., 81-20475
- e) **Case File Name:** e.g., Carroll Richard Olso and Mona Melva Olso
- f) **City and State Where Court is Located:** Select from **FRCquery.pdf** listing
e.g., Wichita, Kansas City or Topeka
- g) **Select only 1 option in either A or B** Option A is the entire contents of the file
Option B is a “commonly requested package”
- Within the selected option, select method of delivery (Mail or Fax)
- h) **Your name, address and daytime telephone number. Include fax number if you have selected service by fax.**
- i) **Select payment method.** Complete the related information. You may also email NARA with payment/credit card information at:

kansascity.reference@nara.gov

Please note that NARA provides a 24-hour turnaround on all requests, and if receiving by surface mail, you should allow at least 3 days for your copies to arrive.

For further information about NARA, including directions to its facilities, resources and workshops, please access their website:

http://www.archives.gov/facilities/mo/kansas_city/court_records.html

